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**ADMINISTRATIVE
RECORD**

January 8, 2003

Mr. Jim Christiansen
Remedial Project Manager
U.S. Environmental Protection Agency
Region VIII, Mail Code (EPR-SR)
999 18th Street, Suite 500
Denver, Colorado 80202-2466

Subject: Contaminant Screening Study Corrective Action Report

Dear Mr. Christiansen:

During the week of August 19, 2002, EPA's independent auditor (Shaw Group [formerly IT Corporation]), performed a technical and evidentiary field audit of the Contaminant Screening Study (CSS) sampling program implemented by CDM. Immediately following the audit, EPA and Shaw Group provided an onsite debrief to CDM presenting the audit findings. CDM immediately responded by developing and implementing corrective actions no later than September 25, 2002. A copy of the audit report (IT, October 2002), that documented the finding discussed during the onsite debrief, was provided to CDM the week of November 4, 2002. This memo will serve as the Corrective Action Report (CAR) in response to the audit findings detailed in the referenced audit report.

The audit report documented 22 "Observations by Auditors." Attached you will find responses to each of those observations in the following format:

- A description of the corrective action(s) that was implemented to address the audit finding or survey observation
- The person/ team responsible for implementing the corrective action
- The date the corrective action became effective
- The process schedule for internally reevaluating the audit observations to ensure the corrective action continues to be implemented over time



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Should you need any additional information, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeff Montera', written over a horizontal line.

for Timothy B. Wall
Associate and Project Manager
CDM Federal Programs Corporation

cc: Mary Goldade, EPA Regional Chemist
David Schroeder, CDM Onsite Manager
Dee Warren, CDM CSS Task Leader
George DeLullo, CDM Quality Assurance Manager
Jeffrey Montera, CDM RAC Project Manager
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